

RESTRICTED

Security Information

COURIER SCHEDULE
FOR THE COLLECTION AND DISTRIBUTION
OF BRIEF CASE MATERIAL

BUILDING

Que Building	0830	0930	1030	1130	1300	1400	1500	1600
Quarters I	0835	0935	1035	1135	1305	1405	1505	1605
I & J Bldgs.	0840	0940	1040	1140	1310	1410	1510	1610
K & L Bldgs.	0845	0945	1045	1145	1315	1415	1515	1615
Arr. Que Bldg.	0850	0950	1050	1150	1320	1420	1520	1620
Lv. Que Bldg.	0900	1000	1100	1200	1330	1430	1530	1630
2210 E St.	0904	1004	1104	1204	1334	1434	1534	1634
North & Central Bldg.	0908	1008	1108	1208	1338	1438	1538	1638
South & Admin. Bldg.	0913	1013	1113	1213	1343	1443	1543	1643
Riverside & M Bldg.	0918	1018	1118	1218	1348	1448	1548	1648
Arr. Que Bldg.	0920	1020	1120	1220	1350	1450	1550	1650

It is generally more practicable to sort material picked up enroute at the Central Mail Room in Que Building, and consequently delivery is made on the first stop at the destination after leaving Que Building. However, if a courier or messenger at one of the various building posts is specifically requested to have an envelope delivered as soon as possible, delivery will be made on the next stop at the destination indicated. For example, if the courier on the post in Building I is requested to make such delivery, material picked up on the courier trip at 0840, would be delivered at Building L at 0845 or at 2210 E Street at 0904.

If special handling were not required in the example above, the material picked up in Building I at 0840 would be delivered at Building L at 0945; but, because of the stop at Que Building, delivery at 2210 E Street would still be made at 0904.

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GENERAL SCHEDULE
FOR THE COLLECTION AND DISTRIBUTION
OF PACKAGE-BULK MATERIAL

Departure from Bus Building	0830	1010	1300	1410
Riverside Stadium	X	X	X	
Building 11		X		X
Building 13		X		X
Building 14		X		X
New State		X		X
2210 E Street	X	X	X	X
25X1 [redacted]		X		X
North & Central	X	X	X	X
Administration & South	X	X	X	X
A-3	X			X
25X1 [redacted]	X			X
Alcott Hall	X			X
Quarters I	X	X	X	X
25X1 [redacted]	X			X
Building I & J	X	X	X	X
Building L	X	X	X	X
State Annex 1				X
Riverside Stadium				X

omission of the X under the departure times means that no stop is made on that run.

The time of arrival at the various buildings is not shown in this schedule because the weight, size and number of packages and the time required for checking and weighing pouch material will cause variations.

Where feasible, collection and distribution of package-bulk material may be effected thru the various substations; however, it is anticipated that because the nature of such material, direct pick-up and delivery from or to office addressees will be necessary.

Although the sorting of large single pieces is often done enroute and the material delivered on the same trip, it is not always practical to do this. Consequently the delivery is made on the following trip and requires an elapsed time of approximately two (2) hours. *or example, a package picked up from 2210 E Street on the 0830 trip would be delivered at the North Building on the trip leaving Bus Building at 1010.

SECRET

CLARK SCHEDULE
BETWEEN REPRODUCTION AND PRINTING DIVISION
AND THE BUILDINGS INDICATED

Departure from the Building	0840	1040	1300	1440
Quarters I	X	X	X	X
Building I & J				
Building L & K				
the Building	X	X	X	X
2210 E Street				
North	X	X	X	X
Central				
Administration				
South				
G.P.O. (Basement of South)	X	X	X	X
Building 11				
Building 14				

The objective of these trips is the expeditious delivery of reproduction and printing material. Scheduled stops are made only at the buildings and on the trips indicated by the X. Stops are made at the other buildings on any of the four (4) trips bearing material to be delivered. Where feasible, collection and distribution may be effected thru the various substations, however, it is anticipated that because of the nature of the material, direct pick-up and delivery from or to office addresses will be necessary.

The pick-up of material from buildings not having scheduled stops for delivery to the Reproduction and Printing Division will usually be made on the brief case or package-bulk runs and transferred to the Reproduction run at the Central Mail Room in the Building. It is not anticipated that this will result in any additional delay. For example, regardless of whether material from Quarters I for